



CIRCLE OF LIFE ACADEMY

35223 Mission Road
PO Box 447
White Earth, MN 56591
P:(218) 983-4180 F:(218) 983-3767



"Our Circle of Life Academy is immersed in Anishinaabe Mino-Bimaadiziwin for our children and community while providing the highest quality of education"

Job Announcement

Position: COLA Information Technology Coordinator

Open: 05-10-23

Location: Circle of Life Academy

Close: Until Filled

Pay: \$23.64/hr.

Benefits: Full

Status: Full Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be Information Technology Coordinator responsible for planning, developing, implementing, monitoring, and evaluating the WAN and LAN for the school district. The coordinator leads the development of technology related grant applications, submit state and federal reports, and prepares and monitors the Technology budget.

- Develop and implement needs assessments, evaluations, and long-term plans related to technology initiatives, equipment and software, professional development pathways, and industry-standard facilities.
- Communicate technology-based testing information to counselors and others regarding state training needs.
- Collaborate with the school site Administration to promote, implement, develop, and sustain hardware and software standards.
- Establish and maintain strong and effective working relationships with Instructional leaders, vendors, and service providers to increase efficiency and the overall effectiveness of technology systems.
- Maintain knowledge and understanding of current laws, rules, and regulations regarding all technology guidelines.
- Lead the development of E-Rate for relative services.
- Prepare and submit Tech related grant reports and budget revisions in a timely manner.
- Set priorities for materials, supplies, and equipment acquisition; assure that all expenditures follow district, state, and federal compliance standards.
- Facilitate and monitor a comprehensive, district-wide Technology plan.
- Maintain up-to-date Technology Department Website, Maintain excellent public relations through communications with the general public and district office departments.
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills and Abilities:

- Knowledge of TCP/IP, network security, antivirus, and anti-spam techniques.
- Knowledge of coordination and implementation of computer and peripheral systems, to include planning, specifications development, purchasing, installation, training, trouble shooting, and repair.
- Knowledge of Record-keeping and report preparation skills.
- Ability to Maintain records and prepare reports.

Qualifications:

- **Bachelor's degree in Information Technology, education, business, or related field preferred.**
- **Minimum of two (2) years network administration experience. Previous experience as a computer/systems technician preferred.**
- **Must be able to lift and carry up to fifty (500 pounds at varying distance up to fifty(50) feet away.**
- **Valid Driver's License and insurance for travel between sites and other related business.**
- **Must be able to pass a criminal background check and drug screening.**

Mail Applications to: Circle of Life Academy PO Box 447 White Earth MN 56591 download application at circleoflifeacademy.org **A Drug Free Workplace – Tests for alcohol and illegal drug use may be required prior to and during employment.**